



## Minutes of the Finance & General Purposes Committee Meeting on Monday 18<sup>th</sup> September 2017

### Present

**Councillors:** Sanham (Chairman), Burrows, Chadwick, Pigott, Read and Squire  
**In attendance:** Town Clerk

### 52. Apologies for Absence

Apologies were received and accepted from Councillors Beer and Rowland.

### 53. Declaration of Interest

Councillor Burrows declared a Personal Interest as an East Devon District Council (EDDC) Councillor.

### 54. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 21<sup>st</sup> August 2017.

(Moved Cllr Chadwick; seconded Cllr Burrows)

### 55. Public question time.

There were no members of the public present.

### 56. Payments and Receipts and SAGE report

#### Payments

The Committee **RESOLVED** to approve the payments to date for the 2017/18 financial year.

(moved Cllr Sanham; seconded Cllr Burrows)

#### Receipts

The Committee **RESOLVED** to approve the receipts to date for the 2017/18 financial year.

(moved Cllr Sanham; seconded Cllr Pigott)

It was noted that the SAGE report would come to the next meeting of the Finance Committee.

### 57. Petty Cash expenditure.

The Committee **RESOLVED** to approve the petty cash check sheet as at the start of September 2017

(moved Cllr Sanham; seconded Cllr Chadwick)

## **58. Budget to date**

The Committee reviewed the budget to date for the 2017/18 financial year.

Discussion took place regarding:

- Salaries and whether there is enough money in the budget for current staffing
- Salary and pension costs for 2018/19
- Costs for the website and IT projects – the Town Clerk to bring papers back to the Committee on specifications
- Water bills for the Allotments need to be apportioned across the allotment holders
- The accounts for the Allotments (agenda item 11 was considered at this time)
- Whether the Labyrinth money in the ear marked reserve is needed – it was felt that there is a need to find the details of the previous maintenance works done and the recommendations of the contractor for future maintenance
- That the budget for the grounds maintenance for the Labyrinth be included in the grounds maintenance budget for Cliff Field Gardens
- Footpaths need to be looked at – officers to establish who our footpath wardens are and the procedure for obtaining regular reports on the state of the footpaths
- Play area inspections – it was queried as to whether the maintenance staff are suitably qualified to undertake inspections and if not, to look at appropriate training courses
- Whether the Cycle Fest costs are finalised

The Committee **RESOLVED** that the Personnel Committee consider staffing costs (including salaries and pensions) and come forward with budget proposals for 2018/19. (moved Cllr Squire; seconded Cllr Chadwick)

The Committee **RESOLVED** to wait until the allotment income had been received before considering the transfer of £700 from the allotments budget to the admin budget (moved Cllr Sanham; seconded Cllr Squire)

The Committee **RESOLVED** that the £500 on code 1306, Labyrinth maintenance be transferred to code 1301 Annual Grounds Contract for Cliff Field Gardens (moved Cllr Burrows; seconded Cllr Squire)

The Committee **RESOLVED** to note the Budget to date for the 2017/18 financial year (moved Cllr Burrows; seconded Cllr Pigott)

## **59. Bank Reconciliation**

The Committee **RESOLVED** to approve the bank reconciliation as at the 31/08/17 (moved Cllr Chadwick; seconded Cllr Burrows)

## **60. Risk Assessment**

The Committee **RESOLVED** to defer this item of business until the next meeting of the Finance and General Purposes Committee (moved Cllr Sanham; seconded Cllr Burrows)

## **61. Subscriptions**

The Town Clerk updated the Committee on the use of the resources provided via the subscriptions to the National Association of Local Councils (NALC), Devon Association of Local Councils (DALC) and South West Councils.

The Committee **RESOLVED** that these subscriptions were both useful and that they should be considered during the budget process for 2018/19  
(moved Cllr Pigott; seconded Cllr Sanham)

## **62. Allotments**

This item was covered at minute 58, budget to date

## **63. Budget Setting 2018/19**

The Chairman updated the Committee that she had asked for the budget to be considered by all Committees in their October meetings so that they can start to come forward with ideas for the budget to the meeting of the Finance Committee in November.

The Town Clerk advised Councillors that East Devon District Council had been in touch regarding budgets for 2018/19 and that they will need our approved budget figures by 22<sup>nd</sup> January 2018. EDDC had also confirmed that the Council Tax Support Grant would be reducing by 24% to £3809 for 2018/19.

The Town Clerk confirmed that she is attending a DALC course on budget preparation at the start of October and at the current time is working up a draft budget template to bring to the next Finance meeting.

## **64. Update on Actions arising from previous meetings (for information)**

- a) Energy Bills for Marshlands – The Town Clerk updated the Committee that she has chased British Gas again and that a new member of BT staff is looking into the issue.
- b) Highways Community Enhancement Fund – The Town Clerk is completing the application form to bid for funding.

**The meeting closed at 21:25 pm**

**Chairman**

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**Date**

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